Data Release Agreement – AIMSweb Assessment Data
Export Data File

To: Operational Support Team – AIMSweb   Date:
        NCS Pearson, Inc. ("Pearson")

1. This data release agreement is entered into by _____ **Public School District** (hereinafter "*District*").

2. The above name District hereby grants permission to and directs Pearson to provide any and all of our District's AIMSweb data, including, but not limited to, the student level AIMSweb extract, to the **North Dakota Statewide Longitudinal Data System (SLDS)**. The data will be provided through an export data file that includes data on multiple levels including district level, school level, class level, and individual student level.

3. This grant of permission is a grant to the **North Dakota Statewide Longitudinal Data System (SLDS)** of the right to access the export data file including any and all information gathered from the District by AIMSweb and stored in the AIMSweb System, including student names and ID numbers, demographic information, AIMSweb scores, and outcome measure scores.

4. District will indemnify and hold Pearson, its employees, contractors, and agents, harmless from any and all loss, damage, injury, or liability arising directly out of this grant of permission, including failure to deliver any required information within the prescribed time period provided such delay is not due to AIMSweb; or the disclosure of user personally identifiable information or data of the District to the **North Dakota Statewide Longitudinal Data System (SLDS)** pursuant to this permission.

5. The undersigned represents that he or she is authorized to execute this instrument on behalf of the District identified in this authorization.

Sincerely,

Name, Title, and Customer Identification Number of *AIMSWeb District* Representative
Name:
Title:
Customer Identification Number:

District Representative SIGN HERE: Date:

AIMSWEB

Instructions to Complete the Data Release Form

This form authorizes the North Dakota Statewide Longitudinal Data System to pull data directly from the assessment vendor on behalf of the school district. The district does not surrender any rights to the data and will continue to have district level access to the data from the vendor. A completed AIMSweb Data Release Form is required each year to have your school's data in the SLDS.

To complete the attached form:

1. Verify that the Public School District name is correct.
2. All fields except the signature field may be completed online.
3. In the signature block at the bottom of the form, enter:
   a. The name of the District Representative on the AIMSweb account (in some cases, it is not the Superintendent).
   b. The title of the District Representative.
   c. AIMSweb Customer ID (this is the account number you use to access the AIMSweb data, if you don't know what your AIMSweb Customer ID is, please contact AIMSweb: 1.866.313.6194 or AIMSWebdata@pearson.com).
4. Sign – must be an actual signature.
5. Enter the date the form was signed.

Send the completed, signed form electronically to jane.hovda@k12.nd.us

If you have any questions about this form, please contact:

Jane Hovda
701.793.5619
jane.hovda@k12.nd.us

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